

## CITY OF CARLSBAD BENEFITS CONSULTANT

The Human Resources Department is a major support department within the City of Carlsbad whose focus is on people and the human aspects of work. The department's primary customers come from within the organization, as we serve and support the 700 full-time and 550 part-time employees of the City. The City of Carlsbad is a full service municipality including police and fire departments.

A benefits consultant is needed immediately to assist with a large scale, complex HRIS implementation. The duration of the project is 18 to 24 months.

### Key Responsibilities and Assignments

- Design, document and streamline the workflow for all occupational and non-occupational illness and injury claim and claim management transactions
- Advise important FLSA issues and considerations pertaining to HRIS benefit and payroll components
- Formalize a leave policy for the City
- Revise the City's *Donating Leave Policy*
- Prepare and train staff for the changes and requirements in recent healthcare reform legislation
- Streamline and manage the 2010 open enrollment process
- Generate and distribute benefit related communications

### Background and Experience

The ideal candidate will have the following :

- 10 years of benefits administration using HRIS benefit components
- Up to date knowledge and experience in California and Federal laws and regulations that apply to benefit administration in the public sector
- Comprehensive understanding of the CalPERS retirement system or comparable retirement systems
- Experience implementing the benefit component of a HRIS

The HR Department is open to employing a benefits consultant as an hourly employee or by contracting for services. This position is budgeted for approximately 1000 hours annually until the project is complete. The range is \$60 - \$125 DOE.

### How to Apply

You may apply online for this position by visiting [www.carlsbadca.gov/hr](http://www.carlsbadca.gov/hr) starting at 9:00 a.m. on Monday, April 26, 2010. A detailed resume is required in addition to the application.

